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Action

Professional Services Committee

Initial Institutional Approval

Executive Summary: This agenda item presents one program sponsor for initial institutional approval by the Commission.

Recommended Action: That the Commission take action to approve the prospective program sponsor as an institution eligible to offer educator preparation in California.

Presenter: Cheryl Hickey, Administrator,
Professional Services Division

Strategic Plan Goal: 1

Promote educational excellence through the preparation and certification of professional educators

- ◆ Sustain high quality standards for the preparation and performance of professional educators and for the accreditation of credential programs

August 2011

Initial Institutional Approval

Introduction

This agenda item presents one program sponsor for initial institutional approval by the Commission.

Background

An institution that wishes to offer a credential program in California and that has not previously been declared eligible to offer a credential preparation program must undergo a two-stage initial accreditation process: 1) initial institutional approval; and 2) initial approval of programs as described below. The steps in the Commission's accreditation system were described in the Study Session presented to the Commission in December 2010. The agenda item may be found at: (<http://www.ctc.ca.gov/commission/agendas/2010-12/2010-12-6E.pdf>). Provided below is the information on the Initial Accreditation process.

The prospective program sponsor prepares a complete program proposal that responds to all preconditions (regional accreditation [or governing board approval], identification of position responsible for oversight, non-discrimination procedures, completion of a needs assessment, involvement of practitioners in the design of the program, agreement to provide information to the Commission, etc.), Common Standards and appropriate Program Standards. Once compliance has been established, the application is brought before the Commission for *initial institutional approval*. The proposal is considered to be the application for accreditation.

Initial Accreditation is a two-stage process:

1. The proposal is reviewed for compliance with the appropriate preconditions (such as regional accreditation [or governing board approval], identification of position responsible for program oversight, non-discrimination procedures, completion of a needs assessment, involvement of practitioners in the design of the program, and agreement to provide information to the Commission) and presented to the Commission for initial institutional accreditation action. If the proposal meets the Commission's requirements, the prospective program sponsor will be recommended for initial accreditation.
2. If the Commission acts favorably on the proposal, it will be forwarded to the COA for further action. The program sponsor's responses to the credential program standards for each program the institution (sponsor) wishes to offer are reviewed by Commission staff and panels of expert advisors to determine the sufficiency of the responses. Once it is determined that the program proposal meets the Commission's program standards, the program sponsor is recommended to the COA for initial program accreditation.

Once granted initial accreditation, the institution will then come under the continuing accreditation procedures and will participate in the regular accreditation cycle for on-site reviews.

Currently, agenda items are brought before the Commission when an institution or other sponsor that has not previously been declared eligible to offer educator preparation programs elects to submit a program proposal for approval.

Request for Initial Institutional Approval for Bard College

Bard College has applied to the Commission for initial institutional approval in order to undergo the approval process to operate a Commission-approved teacher preparation program. Bard College has submitted a complete response to the Commission's Preconditions and Common Standards. The responses to the preconditions were reviewed by Commission staff and were determined to be in compliance with the adopted Preconditions. The narrative response to the Common Standards and supporting documentation were reviewed by individuals from the Board of Institutional Reviewers (BIR) and were determined to meet the Common Standards. A brief description of Bard College and its proposed program is provided below:

Founded in 1860, Bard College is a four-year residential college emphasizing the liberal arts and sciences. The main campus in New York is located in the Hudson Valley. This campus offers the Bachelor of Arts degree with concentration in more than forty (40) academic programs serving approximately 2,600 students in both graduate and undergraduate programs. Bard College is accredited by the Middle States Commission on Higher Education. They have been a member of this organization since 1922. Reauthorization was most recently approved in 2007. Bard College proposes to establish a presence on the west coast with a commitment to provide the south Central Valley farming communities with a graduate teacher education program that will offer students a Masters of Arts in Teaching (MAT) while also earning a California Teaching Credential. The campus is located in Delano, a farming community north of Bakersfield. The Bard College administration is collaborating with Paramount Farms, the leading employer in the area, to provide more effective teachers for under-represented minority students traditionally located in such farming communities.

Commission action to grant initial institutional approval allows the institution to propose an educator preparation program. Bard College's proposed preliminary teacher preparation program has completed the initial program review process. The single subject program has been in operation since 2010-11 and a number of candidates completed the program as of August 2011.

Bard College has 17 program completers of which 11 have job offers for the 2011-12 school year. Therefore, staff recommended that the COA take action to approve the preliminary teacher preparation program at its August 2-3, 2011 meeting, contingent on the Commission's approval of Bard College as an institution eligible to offer educator preparation in California. This recommendation was made because of the fact that many of the program completers have job offers for the 2011-12 school year and the next opportunity for the COA to take action to approve the single subject teacher preparation program is not until late October 2011.

Staff will provide an oral update at the Commission meeting on the action taken by the COA, if any, at its August 2-3, 2011 meeting.

Recommendation

Based upon a determination by Commission staff and a review panel that the applicant has met all relevant Preconditions and Common Standards, staff recommends that the Commission grant initial institutional approval to Bard College.

Precondition	Meets Precondition	How Bard College Satisfies the Precondition
institution/district. If a reporting relationship is indirect, describe the levels of authority and responsibility for each credential program.		supervisor for Cecilia Maple, who coordinates the MAT program.
(3) Personnel Decisions. To be granted <u>initial program accreditation</u> or <u>continuing accreditation</u> by the Committee on Accreditation, a program of professional preparation must be proposed and operated by an institution/district that makes all personnel decisions without considering differences due to gender or other constitutionally or legally prohibited considerations. These decisions include decisions regarding the admission, retention or graduation of students, and decisions regarding the employment, retention or promotion of employees.	Yes	Bard College confirmed that it makes all personnel decisions without considering differences due to gender or other constitutionally or legally prohibited conditions. These decisions include decisions regarding the admission, retention, or graduation of students, and decisions regarding the employment, retention or promotion of employees.
(4) Demonstration of Need. To be granted <u>initial program accreditation</u> by the Committee on Accreditation, the program proposal must include a demonstration of the need for the program in the region in which it will be operated. Such a demonstration must include, but need not be limited to, assurance by a sample of school administrators that one or more school districts will, during the foreseeable future, hire or assign additional personnel to serve in the credential category.	Yes	Bard College provided letters from multiple school districts indicating a need for teachers in English/Language Art, Mathematics, Science, and Social Studies.
(5) Practitioners' Participation in Program Design. To be granted <u>initial program accreditation</u> by the Committee on Accreditation, the program proposal must include verification that practitioners in the credential category have participated actively in the design and development of the program's philosophical orientation, educational goals, and content emphases.	Yes	Bard College provided samples of meetings with various stakeholders and the institution for preparing and creating curriculum.
(6) Commission Assurances. To be granted <u>initial program accreditation</u> by the Committee on Accreditation, the program proposal must (a) demonstrate that the program will fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the	Yes	(a) Bard College confirmed that it will fulfill all of the applicable standards of the program quality and effectiveness that have been adopted by the Commission.

Precondition	Meets Precondition	How Bard College Satisfies the Precondition
Commission; (b) assure that the institution/district will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member within four years of the initial enrollment of candidates in the program; and (c) assure that the institution/district will participate in focused reviews of one or more aspects of the program when designated by the Commission.		<p>(b) Bard College will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member within four years of the initial enrollment of candidates in the program.</p> <p>(c) Bard College will participate in focused reviews of one or more aspects of the program when designated by the Commission.</p>
(7) Requests for Data. To be granted <u>initial</u> or <u>continuing accreditation</u> by the Committee on Accreditation, the institution/district must identify a qualified officer responsible for reporting and respond to all requests from the Commission for data including, but not limited to, program enrollments, program completers, examination results, and state and federal reporting within the time limits specified by the Commission.	Yes	The MAT Program Administrator, Cecilia Maple, will be responsible for reporting and responding to all requests from the Commission for data including, but not limited to, program enrollments, program completers, examination results, and state and federal reporting within the time limits specified by the Commission.
General Preconditions Established by State Law		
(8) Faculty Participation. Each postsecondary faculty member who regularly teaches one or more courses relating to instructional methods in a college or university program of professional preparation for teaching credentials, including Specialist Credentials, or one or more courses in administrative methods in an Administrative Services Credential program, shall actively participate in public elementary or secondary schools and classrooms at least once every three academic years. <i>Reference: Education Code Section 44227.5 (a) and (b)</i>	Yes	Bard College provided an agreement that all staff must complete ensuring adequate faculty participation in public schools.

Precondition	Meets Precondition	How Bard College Satisfies the Precondition
(9) California Basic Educational Skills Test. In each program of professional preparation, applicants for program admission shall be required to take the California Basic Educational Skills Test (CBEST). The institution shall use the test results to ensure that, upon admission, each candidate receives appropriate academic assistance necessary to pass the examination. <i>Reference: Education Code Sections 44252 (f) and 44225 (n)</i>	Yes	Bard College requires all program applicants to take the CBEST, and will provide appropriate academic assistance to ensure candidates successfully complete the CBEST.
For Internship Programs: In each internship program of professional preparation, candidates who are admitted shall be required to pass the California Basic Educational Skills Test prior to assuming intern teaching responsibilities. <i>Reference: Education Code Section 44252 (b)</i>	N/A	Not Applicable
(10) Certificate of Clearance. A college or university that operates a program of professional preparation shall not allow a candidate to assume daily student teaching responsibilities until the candidate obtains a Certificate of Clearance from the Commission that verifies the candidate's personal identification, unless the individual has already completed the fingerprint and character identification process and has been issued a valid document by the Commission. <i>Reference: Education Code Section 44320 (d)</i>	Yes	Bard College requires all candidates to obtain a Certificate of Clearance from the Commission.
For Internship Programs: A Certificate of Clearance must be obtained prior to assuming intern teaching responsibilities, intern counseling or psychologist responsibilities.	N/A	Not Applicable